

## ZFD Monthly Report for March 2019



### Administration Report:

#### Fire Chief-James VanGorder

- Regular Meetings:
  - Town Council morning Meeting
  - Town Council evening Meeting
  - Town of Zionsville Staff Meetings
  - Zionsville Safety Board Meeting
  - Fire Department Executive Meetings
- Attended Boone County State of the Community event
- Met with our insurance agent regarding policy coverage
- Met with Deputy Chief Beam regarding administrative items
- Met with Deputy Chief Miller regarding operations items
- Attended District 5 Planning Council Meeting
- Attended quarterly ZCS safety partner meetings
- Attended Rescue Task Force training
- Completed acceptance test of new ambulance
- Checked on status of Station 92 remodel project with Jeff Pratt
- Met with Facilities Manager Pratt regarding on-going projects
- Met with Deputy Chief Frost regarding Fire Prevention related items
- Addressed multiple Quartermaster official reports
- Met with Mark Adams from Crowe LLP regarding long range capital project funding
- Organized and met with video production company along with Communication Director Vela
- Met with IT Department for ongoing IT related issues
- Met with administration and vendor regarding leasing vehicles
- Attended quarterly Retiree Breakfast gathering at fire station 91
- Developed MOU for vehicle sharing between Town and BCSD
- Attended State of Town presentation by Mayor Haak
- Hosted traditional "Push in Event" and placed three (3) new vehicles in-service
- Met with BC Potts regarding "Locution" County Wide dispatch improvements
- Attended new software training—Mobile Eyes
- Met with Administration and BTL regarding employment item

### Administrative Report: Facilities Manager

#### Jeff Pratt

- Fire Station 92- VCT install, brick Install, HVAC install, gear room block walls completed along with trusses, ceilings completed, roofing, electrical including lighting completed, windows and doors installed, gutters and downspouts completed, Lockers have been installed, EIFS has been installed.
- Exhaust system has been fixed at Fire Station 92
- Culligan water purification system being installed at Fire Station 92
- Landscaping being installed at Town Hall
- Sculpture has been installed in Town Hall lobby
- Town Hall speakers in tenant space are now operational
- AC unit for server room at Town Hall has been repaired
- All generators have been filled with diesel
- Damaged tree removed at Fire Station 91
- HVAC system service and UV bulbs changed at Fire Station 91

## Administrative Report: Facilities Manager

Jeff Pratt (CONTINUED)

- Cascade system door switch repaired at Fire Station 91
- HVAC systems serviced at Station 93
- Thermostats programmed at Fire Station 93
- Sewer main cleared at Fire Station 93
- Relocated Command Trailer to Fire Station 93
- Coordinated shingle repair for ridge of apparatus bay at Fire Station 93
- Helped with various set ups for Town Hall rooms
- Scope and document review for Waste Water metal building
- Purchased various Town Hall and Fire Department supplies

## Administration Report: Operations

Deputy Chief Brian Miller

- Held two interviews for part time firefighter / EMT / Medic position
- Conducted apparatus check-off ride for medic
- Completed cross over training for five new part-time employees
- Attended mobile eyes software training and roll out
- Worked with Major Harris / Chad Smith from Zionsville schools to develop a table top exercise
- Continued to work on planning for upcoming Citizens Academy
- Worked with Jason Potts to review apparatus turn out times
- Attended a rescue task force awareness for mass causality's class for command staff
- Completed final acceptance test for new Wheeled Coach ambulance
- Placed the new medic truck in service at station 91
- Participated in table top emergency exercise with school safety team
- Set up for upcoming apparatus push in event at station 91
- Attended Boone County Commissioners meeting to review MOU with Sheriff's department
- Met with Drake Sterling to review ZPD building committee
- Held monthly officers meeting with operations staff
- Attended monthly department staff meetings as well as executive meetings for fire department

### Monthly Run Report for March 2019

	Mar-19	Mar-18	YTD 19	YTD 18	YTD Difference
<b>Incident Type</b>					
1 Fire	4	6	16	22	-6
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	0	0	0
3 Rescue & Emergency Medical Service Incident	120	107	359	318	41
4 Hazardous Condition (no fire)	6	5	26	19	7
5 Service Call	7	15	23	30	-7
6 Good Intent Call	28	15	61	52	9
7 False Alarm & False Call	33	14	72	78	-6
8 Severe Weather	0	0	0	0	0
Other		0	0	0	0
<b>Total Count</b>	198	162	557	519	38
	Mar-19	Mar-18	YTD 19	YTD 18	YTD Difference
<b>Incidents By Zone</b>					
Urban	128	91	345	306	39
Rural	43	53	128	155	-27
Other (Carmel, Westfield, Pke, Lebanon, Whitestown)	27	18	104	58	46
<b>Total Count</b>	198	162	577	519	58

## Administration Report: Training

### Division Chief Mark Hart

- Setup April training schedule
- Worked with local departments to provide apparatus for upcoming HOT Classes
- Attended FDIC command staff meeting for final walkthrough for the conference
- Attended difficulty breathing training
- Took part in IFIA conference call
- Taught Fire Officer 1 at Debois County Fire School
- Took Tanker 93 to Westfield for ISO Timing
- Coordinated and held an Incident Safety Officer and Health and Safety Officer class
- Held 2 separate sessions to new paid standby personnel
- Delivered paperwork to the state for safety officer classes
- Picked up recruit apparel and delivered to the recruits
- Attended rescue task force training hosted by Whitestown
- Attended and taught several segments at the West Central Fire Academy
- Met with Brownsburg on joint recruit class
- Attended Monthly Department staff Meeting
- Delivered supplies to the recruit academy
- ZFD completed 1,430 hours of training for the month of March

## Administration Report: EMS

### Division Chief Steve Gilliam

- 1<sup>st</sup> Friday Coffee Connection with Boone County Senior Services- talked about fall risks and hazards
- Taught 1<sup>st</sup> Saturday of the month CPR class at Town Hall
- EMS training lecture on difficulty breathing
- Attended Boone County Healthy Coalition meeting
- Attended teleconference for Medicare on Triage, Treat and Transport rules
- Facilitated several CPR/1<sup>st</sup> aid classes for Zionsville League coaches
- EMS Hands on training with cardiac arrest management using simulation manikin
- Facilitated EMS Commission Meeting where ZFD's EMT and Paramedic of the year were recognized
- Taught two day CPR course to ZCHS Health classes
- Attended monthly administrative staff meeting
- Provided training for new paid standby staff
- Assisted with paid standby staff interviews

## Administrative Report: Administration

### Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Met with Division Chief of Fleet Maintenance and ISO/Accreditation Manager to discuss various projects
- Met with representatives to review Town of Zionsville health insurance and benefit administration options
- Met with insurance representative to discuss Worker's Compensation and additional insurance options
- Met with Public Safety Medical representatives to discuss 2018 department annual physical results
- Conducted exit interview for personnel making employment changes
- Participated in webinar training opportunity regarding '77 Fund pension topics
- Met with Station 92 personnel regarding resolution to water issues
- Participated in training for newly launched fire prevention/inspection software
- Updated various Zionsville Fire Department policies and procedures
- Assisted Westfield Fire Department with promotion process items

## Administrative Report: ISO/Accreditation

### Battalion Chief Jason Potts

- Submitted monthly NFIRS reports to the State of Indiana
- Compiled activity data and provided reports as requested
- Attended weekly Locution Project meeting
- Attended Caliber Strategic Account meeting
- Met with Joe Rust about IT items
- Phone meeting with PSIN/First Arriving rep regarding implementation
- Attended a weeklong Firehouse RMS and ESO training

## Administration Report: Fire Prevention/Code Enforcement

### Deputy Chief Josh Frost

- Conducted 1 tent inspection
- Conducted 2 rough-in inspections
- Conducted 1 site inspection
- Updated the Knox key retention program for key vault updates
- Met with Honor Guard Commander to review HG activities
- Participated in planning meeting for interstate road work and future extension of Ronal Reagan Parkway
- Attended and participated in monthly staff meetings
- Attended and participated in weekly executive staff meetings
- Arranged monthly testing and maintenance of the Emergency Warning Sirens (EWS)
- Completed multiple construction plan reviews
- Met with Planning Department representatives regarding address assignment issues
- Met with Contractors, Developers and Planning Department regarding several projects in Zionsville
- Consulted with Zionsville Building Inspectors on multiple occasions
- Participated in Town TAC process to review new projects
- Participated in legislative process regarding bills presented to the Indiana State Senate and House of Representatives representing relevant life safety considerations
- Completed monthly fire and EMS training
- Hosted the bi-monthly FIAI business meeting and training for Central Region
- Hosted the NFSA Sprinkler training on IBC allowances
- Assisted with the Mobile Eyes internal user training
- Met with Awards Committee for planning and review of policies and procedures
- Assisted with IAHE public education event set up and tear down
- Lead recruit training on building construction and the fire service
- Participated in ME contractor portal training
- Attended the new apparatus "Push-In" event at Station 91
- Maintained Faulty/False Alarm Log
- Helped to manage FIAI Annual Training Conference in Columbus, IN
- Miscellaneous duties performed as assigned by the Chief

## Administration Report: Fire Prevention

### Fire Inspector Ron Lipps

- Training
  - Sprinkler system tradeoffs, March 7
  - FIAI Training Conference, March 12-14
- Inspections
  - Inspector activity report attached
  - Top 5 Violations
    - 6- Portable fire extinguishers – general requirements
    - 6- Emergency power for illumination
    - 3- Extension cords
    - 3- Door operations
    - 2- Maintenance of fire-resistance-rated construction
- Other Activities
  - Attended training for Hoosier Burn Camp March 2 & 3
  - Installed Mobile Eyes software on apparatus computers and iPads
  - Ongoing work preparing Mobile Eyes for full implementation
  - Trained all stations and shifts on use of Mobile Eyes for preplanning buildings
  - Attended Technical Advisory Committee meeting on 3/21

## Administration Report: Public Education

### Vincent Randolph

- Obtained quotes for shelving for Public Education vehicle
- Hosted a Station Tour at Station 91
- Hosted a Scout Class at Station 93
- Promoted Citizen's Fire Academy through various outlets
- Participated in multiple Citizen's Fire Academy planning meetings
- Participated in ZFD Fire Prevention Division meeting
- Met with Certified Fire and Life Safety Instructor regarding ZFD Public Education program
- Attended product safety training at IU Safety Store
- Attended presentation planning meeting with Christ Lutheran Church
- Assisted with monthly test of Emergency Warning Sirens
- Assisted with distribution of materials for Citizen's Fire Academy 2019 to participants
- Updated Citizen's Fire Academy class booklet
- Wrote curriculum for Union Elementary Spotlight Night
- Trained crews on curriculum and kitchen safety stove simulator
- Met with various workgroups on station
- Met with Director of IU Health-Methodist Poison Control Center
- Conducted Home Safety presentation for Zionsville MOP's group
- Met with various vendors over public education support topics
- Scheduled Kasey Program presentation for Zionsville-area childcare centers
- Contacted Zionsville-area apartment communities offering fire safety messages on a monthly basis
- Facilitated Station 92 A and C shifts presentations on fire safety education to over 600 students at Union Elementary's Spotlight Night
- Met with Communication's Director regarding Public Education vehicle
- Attended the Indiana Association of Home Educators 34<sup>th</sup> Annual Conference with direct program delivery to nearly 1,600 participants and general interaction with nearly 4,000 attendees